

Chief, Management Staff

12 July 1956

Chief, OAM Staff (DD/I and DD/S Area)

25X1A9a

Work Report, Week Ending 11 July 1956

FILED:
RETURN TO
RECORDS MANAGEMENT DIVISION

Accomplishments

1. T/O Completed

MS-907, Request by DD to Interchange Two Slots in Contact Division. [REDACTED]

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2. Evaluation completed of Employee Suggestion No. 1854 concerning Separation of Employees to be Interviewed Before Effective Date of Separation to Permit Early Action on Security (Back-Stopping). [REDACTED]

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3. Management Staff budget has been accepted by Budget Division, Office of the Comptroller as currently written. [REDACTED]

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Assignments Active This Week

4. Project 5-72, Assistance to OMR in the Development of a Suitable Regulation concerning Cartographic Support Available in CIA. [REDACTED]

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5. Project 6-43, Personnel Records Survey, Phase II - Study of State Dept. Systems and Previous Systems Used in DD/P. [REDACTED]

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FOIA b3 b16. MS-855, T/O Adjustment [REDACTED] - reorganization, reduction in T/O and reclassification and revision of position titles. [REDACTED]

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25X1A9a 7. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency Participants in the ELINT Program. [REDACTED]

8. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation [REDACTED]

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25X1A9a 9. Project 5-1a, Fiscal Division - Assistance in implementing recommendation on payroll procedures. [REDACTED]

10. Project 5-50, Review of Procedures, Printing Services Division. Assistance in implementing recommendation on requisition procedure. [REDACTED]

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11. Project 6-28, Transfer of Unvouchered Slots Field to Headquarters and Establishment of New Organizational Components, Office of Security. [REDACTED]

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12. MS-694, Request for Increase of 5 in Personnel Ceiling and T/O, and in Table of Vehicular Allowances for Motor Pool. [REDACTED] 25X1A9a
13. Transfer of Clipping Service from OCR to IAS (OP). [REDACTED] 25X1A9a
14. MS-683, Increase of 8 in OCR T/O for Foreign Language Incentive and Development Programs. [REDACTED] 25X1A9a
15. Transfer of Administration of JCE/SCD from D/Pers. to OCR. [REDACTED] 25X1A9a
16. MS-901, Authorization for new Aircraft Maintenance Division, LG, as approved by DDCI and others. [REDACTED] 25X1A9a

Miscellaneous

17. Training. Fifteen hours on-the-job training on finance and fiscal procedures and on logistics procedures and organization. [REDACTED] 25X1A9a

[REDACTED] 25X1A9a